

## E-submission Process

### Subject Guide - January 2022

WELSH BACCALAUREATE / VOCATIONAL / ENTRY LEVEL

This booklet outlines the subject specific requirements for each subject using e-submission in January 2022, as well as the recommended file types to use and maximum file sizes when uploading work.

The booklet is divided into internally assessed and externally assessed units/components, and by level of qualification.

It also contains brief advice relating to the upload process. For more detailed step by step advice please read [E-submission Process – Centre Guide 2021 – 2022](#).

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## Preparing for e-submission

The following steps must be undertaken to ensure the smooth running of the e-submission process.

### Prior to e-submission

#### For all components

A Surpass account is allocated to the Exams Officer within your centre. To access Surpass, visit <https://wjec.Surpass.com/Login>.

If your Exams Officer had an account for 2018/19, the same Username and Password should be used. If these details have been forgotten, please select 'Can't access your account' on the Surpass homepage.

If your centre has a new Exams Officer, or you are entering an e-submission subject for the first time a new account will be created.

1. An email will be sent to the Exams Officer within the centre the term before the series of submission.
2. To ensure your centre receives this email, please add 'noreply@Surpass.com' to your contacts. In addition, please check your junk folder.
3. A username will already be allocated to the centre. A password and security question will need to be created.
4. To complete set up the account follow the instructions in the email.
5. Once completed, these login details can be shared with other colleagues within the centre, at the account holder's discretion.

#### Internally assessed units/components

1. Marks will need to be input and submitted for the relevant internally assessed units/components on the Internal Assessment Mark Input Screen, IAMIS, available on the WJEC [secure website](#).
2. Once the marks have been submitted, IAMIS instantly generates the sample. Keycodes for your sampled candidates will be available for use in the invigilate tab of Surpass within 48 working hours of the sample being generated. Therefore, in order to meet your subject's submission of work deadline, marks should be submitted at least 72hrs before the published deadline.
3. To access the invigilate tab and retrieve candidates keycodes, login to <https://wjec.Surpass.com/Login>.

#### Externally marked units/components

1. Keycodes for the entered cohort will be available in the invigilate tab of Surpass prior to the deadline for submission.
2. To access the invigilate tab and retrieve candidates keycodes, login to <https://wjec.Surpass.com/Login>.

## Uploading work through e-submission

To upload candidate work, visit <https://wjec.Surpass.com/secureassess/htmldelivery> and use the relevant keycode (n.b.no username and password are required to upload work).

## Further information & Contacts

More detailed information about uploading candidate work	<a href="#">E-submission Process – Centre Guide 2021 – 2022</a>
Key dates and deadlines for submission	<a href="#">Examination Timetables &amp; Internal Assessment Deadlines January 2022 series</a>
For queries related to account access, IAMIS or keycodes please contact	02922 404 310 <a href="mailto:e-submission@wjec.co.uk">e-submission@wjec.co.uk</a> <a href="mailto:e-submission@eduqas.co.uk">e-submission@eduqas.co.uk</a>
For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	<a href="https://www.wjec.co.uk/qualifications">https://www.wjec.co.uk/qualifications</a> <a href="https://www.eduqas.co.uk/qualifications">https://www.eduqas.co.uk/qualifications</a>

## Welsh Baccalaureate

Requirements for the subject are as follows.

Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

### Advanced Welsh Baccalaureate

<b>Subject Code(s)</b>	<b>90S3U1 90S3U2 90S3U3 90S3U4</b>
<b>Subject(s)</b>	Advanced Welsh Baccalaureate Individual Project Advanced Welsh Baccalaureate Enterprise and Employability Challenge Advanced Welsh Baccalaureate Global Citizenship Challenge Advanced Welsh Baccalaureate Community Challenge
<b>Details</b>	Files should be zipped up and submitted.
<b>To be uploaded</b>	The following must be submitted: <ul style="list-style-type: none"> <li>• The complete candidate portfolio</li> <li>• A completed Candidate Booklet signed by both assessor and candidate</li> </ul>
<b>Submit work for</b>	Sample
<b>File types accepted</b>	zip file containing mp3, mp4, doc, pdf, xls, ppt, jpg
<b>Max upload file size (MB)</b>	100 – candidate

### National/Foundation Challenge Certificate Welsh Baccalaureate

<b>Subject Code(s)</b>	<b>90S9U1 90S9U2 90S9U3 90S9U4</b>
<b>Subject(s)</b>	KS4 Welsh Baccalaureate Individual Project KS4 Welsh Baccalaureate Enterprise and Employability Challenge KS4 Welsh Baccalaureate Global Citizenship Challenge KS4 Welsh Baccalaureate Community Challenge
<b>Details</b>	Files should be zipped up and submitted.
<b>To be uploaded</b>	The following must be submitted: <ul style="list-style-type: none"> <li>• The complete candidate portfolio</li> <li>• A completed Candidate Booklet signed by both assessor and candidate</li> </ul>
<b>Submit work for</b>	Sample
<b>File types accepted</b>	zip file containing mp3, mp4, doc, pdf, xls, ppt, jpg
<b>Max upload file size (MB)</b>	100 – candidate

Keycodes are available from Surpass <https://wjec.Surpass.com/Login>, see your exams officer for login details.

To upload candidate work visit <https://wjec.Surpass.com/secureassess/htmldelivery>

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## Vocational Internally Assessed Subjects

Requirements for the subject are as follows.

Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

### Global Business Communications – French, German and Spanish (WJEC)

<b>Subject Code(s)</b>	<b>5839UA0</b> <b>5849UA0</b> <b>5859UA0</b>
<b>Subject(s)</b>	Global Business Communications French Units 1, 3 and 4 Global Business Communications German Units 1, 3 and 4 Global Business Communications Spanish Units 1, 3 and 4
<b>Details</b>	A keycode will be generated for candidates in each sample for each subject and unit.  An admin keycode will be available to upload all timesheets and mark record sheets for your sample candidates. These can be done as a zip file.
<b>To be uploaded</b>	The following must be submitted: <ul style="list-style-type: none"> <li>• The candidate's submission for each language unit requested in the sample. Please ensure that all evidence is clearly labelled with the candidate name, candidate number, unit and task number.</li> <li>• Mark record sheet (available from the GBC webpage resources under Controlled assessment heading).</li> <li>• Candidate's timesheet for each unit (available from the secure website) uploaded using the admin keycode.</li> </ul>
<b>Submit work for</b>	Sample
<b>File types accepted</b>	mp3, mp4, mkv, doc, pdf, ppt
<b>Max upload file size (MB)</b>	120

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## Sport and Coaching Principles

Requirements for the subject are as follows.

Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

<b>Subject Code(s)</b>	<b>5929U1/5929N1</b>
<b>Subject(s)</b>	<b>Sport and Coaching Principles Unit 1 Improving Sporting Performance</b>
<b>Details</b>	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Surpass
<b>To be uploaded</b>	The following must be submitted: The evidence of all the Assessment Criteria for every candidate in the sample. This evidence will include all the evidence used to make the judgement in the controlled assessment. The mark sheets of each candidate including the authentication sheets.
<b>Submit work for</b>	All candidates in the sample being moderated.
<b>File types accepted</b>	mp4, mkv, doc, pdf
<b>Max upload file size (MB)</b>	60 (per candidate)

<b>Subject Code(s)</b>	<b>5929U3/5929N3</b>
<b>Subject(s)</b>	<b>Sport and Coaching Principles Unit 3 Coaching Principles</b>
<b>Details</b>	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Surpass
<b>To be uploaded</b>	The following must be submitted: The video evidence produced in the controlled assessment. This could include a variety of clips and smaller sessions for 2022. Maximum total length of submission to be 8-10 minutes. The written evidence to support any of the assessment criteria that cannot be seen in the video clip. The observation record sheets The mark sheets and authentication records for every candidate in the sample.
<b>Submit work for</b>	All candidates in the sample being moderated. One keycode provided. Each candidates performance uploaded in a different tab.
<b>File types accepted</b>	mp4, mkv, doc, pdf
<b>Max upload file size (MB)</b>	120 (per candidate)

Keycodes are available from Surpass <https://wjec.Surpass.com/Login>, see your exams officer for login details.

To upload candidate work visit <https://wjec.Surpass.com/secureassess/htmldelivery>

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## Vocational Externally Assessed Subjects

Requirements for the subject are as follows.

Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

### Global Business Communications – French, German and Spanish (WJEC)

<b>Subject Code(s)</b>	<b>5839UA0</b> <b>5849UA0</b> <b>5859UA0</b>
<b>Subject(s)</b>	Global Business Communications French Unit 2 – Oral Assessment Global Business Communications German Unit 2 – Oral Assessment Global Business Communications Spanish Unit 2 – Oral Assessment
<b>Details</b>	Centres should upload the audio files within 48 hours or two working days of the speaking assessments taking place. Each candidate's work should be uploaded using their individual candidate key code. The centre should name the audio files as follows: GBC French/German/Spanish, candidate name, candidate number. This enables them to be easily identified and the correct work uploaded to each candidate's key code.  Before the assessments take place, the centre must ensure they have the candidate authentication/GDPR permission form which can be accessed electronically on the GBC webpage under resources. This form must be completed by the teacher and each candidate following the assessment and be uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several forms can be uploaded using the same key code if the list needs to be copied for different teaching groups or teachers.
<b>To be uploaded</b>	The following must be submitted: <ul style="list-style-type: none"> <li>• The candidate's oral submission as an audio file</li> <li>• Candidate authentication form(s) – uploaded under Admin keycode.</li> </ul>
<b>Submit work for</b>	Cohort
<b>File types accepted</b>	mp3
<b>Max upload file size (MB)</b>	20

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To upload candidate work visit <https://wjec.Surpass.com/secureassess/htmldelivery>

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For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	<a href="https://www.wjec.co.uk/qualifications">https://www.wjec.co.uk/qualifications</a> <a href="https://www.eduqas.co.uk/qualifications">https://www.eduqas.co.uk/qualifications</a>



## Entry Level Internally Assessed Subjects

Requirements for the subject are as follows.

Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

### English (WJEC)

<b>Subject Code(s)</b>	<b>6700QCL2</b>
<b>Subject(s)</b>	<b>Entry Level English Component 2</b>
<b>Details</b>	<p>Each candidate's work should be uploaded using their individual candidate key code. The centre can name the files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: TopicTest1/TopicTest2/TopicTest3/TopicTest4, candidate name, candidate number.</p> <p>Before the assessments take place, the centre must download the record keeping mark sheet. This is located alongside the NEA materials on the secure website. These must be completed by the teacher and candidate following the assessment and scanned and uploaded to Surpass once the sample has been generated on IAMIS.</p> <p>Files can be uploaded separately under the candidate's keycode or, for simplicity, all the candidate's files, including the mark sheet, can be zipped up and then uploaded under the candidate's keycode.</p>
<b>To be uploaded</b>	<p>The following must be submitted:</p> <ul style="list-style-type: none"> <li>• The e candidate's responses to all four Topic Tests</li> <li>• Candidate record keeping mark sheet – uploaded with the candidate's work</li> </ul>
<b>Submit work for</b>	Sample
<b>File types accepted</b>	doc, pdf, zip, jpg
<b>Max upload file size (MB)</b>	25

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<b>Subject Code(s)</b>	<b>6700QCL3</b>
<b>Subject(s)</b>	<b>Entry Level English Component 3</b>
<b>Details</b>	<p>Each candidate's work should be uploaded using their individual candidate key code. The centre can name the audio/audio-visual files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: Task2presentation/Task2panel, candidate name, candidate number.</p> <p>Before the assessments take place, the centre must download the record keeping mark sheet. This is located alongside the NEA materials on the secure website. These must be completed by the teacher and candidate following the assessment and scanned and uploaded to Surpass once the sample has been generated on IAMIS.</p> <p>Files can be uploaded separately under the candidate's keycode or, for simplicity, all the candidate's files, including the mark sheet, can be zipped up and then uploaded under the candidate's keycode.</p>
<b>To be uploaded</b>	<p>The following must be submitted:</p> <ul style="list-style-type: none"> <li>• The candidate's Practical assessment submission as audio/audio-visual files</li> <li>• Candidate record keeping mark sheet – uploaded with the candidate's work</li> </ul>
<b>Submit work for</b>	Sample
<b>File types accepted</b>	mp3, mp4, mkv, doc, pdf, zip
<b>Max upload file size (MB)</b>	80

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## Welsh (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

<b>Subject Code(s)</b>	<b>6020CL-2</b>
<b>Subject(s)</b>	<b>Entry Level Welsh Unit 2</b>
<b>Details</b>	<p>Each candidate's work should be uploaded using their individual candidate key code. The centre can name the files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: Task1/Task2/Task3, candidate name, candidate number.</p> <p>Before uploading, the centre must download the NEA mark sheet on the subject page. These must be completed by the teacher and candidate following the assessment and scanned and uploaded to Surpass once the sample has been generated on IAMIS.</p> <p>Files can be uploaded separately under the candidate's keycode or, for simplicity, all the candidate's files, including the mark sheet, can be zipped up and then uploaded under the candidate's keycode.</p>
<b>To be uploaded</b>	<p>The following must be submitted:</p> <ul style="list-style-type: none"> <li>• The candidate's 3 written tasks</li> <li>• Candidate record keeping mark sheet – signed and uploaded with the candidate's work</li> </ul>
<b>Submit work for</b>	Sample
<b>File types accepted</b>	doc, pdf, jpg, zip
<b>Max upload file size (MB)</b>	25

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<b>Subject Code(s)</b>	<b>6020CL-3</b>
<b>Subject(s)</b>	<b>Entry Level Welsh Unit 3</b>
<b>Details</b>	<p>Each candidate's work should be uploaded using their individual candidate key code. The centre can name the files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: Task1individual/ Task2group, candidate name, candidate number.</p> <p>Before uploading, the centre must download the NEA mark sheet on the subject page. These must be completed by the teacher and candidate following the assessment and scanned and uploaded to Surpass once the sample has been generated on IAMIS.</p> <p>Files can be uploaded separately under the candidate's keycode or, for simplicity, all the candidate's files, including the mark sheet, can be zipped up and then uploaded under the candidate's keycode.</p>
<b>To be uploaded</b>	<p>The following must be submitted:</p> <ul style="list-style-type: none"> <li>• The candidate's Oral assessment submission as audio/audio-visual files</li> <li>• Candidate record keeping mark sheet – uploaded with the candidate's work</li> </ul>
<b>Submit work for</b>	Sample
<b>File types accepted</b>	mp3, mp4, mkv, doc, pdf, zip
<b>Max upload file size (MB)</b>	120

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